

## President's Cabinet

March 16, 2021

### MT. SAN ANTONIO COLLEGE

Human Resources

#### REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**\*\*This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Data Engineer

Department: Information Technology

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday; 7:30am - 4:30pm

Salary Schedule (Range): 126

Background and Rationale (use back of form if additional space is needed): Please see attached memo.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None.

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000.661000.211000.678000.210 0 100 % Amount \$ 139875

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

#### Signatures:

Antonio Bangloy AM 03/19/2021  
 1. Requesting Manager Signature Date

[Signature] 03/23/2021  
 2. Division Vice President Signature Date

[Signature] 03/24/2021  
 3. Chief Compliance/Budget Officer Signature Date

\_\_\_\_\_ Date

[Signature] 3/29/21  
 4. Human Resources Signature Date

[Signature] 3/30/21  
 5. Vice President, Human Resources Date

\_\_\_\_\_ Date

☒ Funding available ☐ Funding not available Position Number: CA9278 Contract Number: \_\_\_\_\_

Comments: Position was in the Frost list and will be funded from the Unrestricted General Fund Reserves.

#### Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

[Signature] March 30, 2021  
 6. Signature of President/CEO Date

☐ Continued Funded Position (ex. Vacancy)  
 Former Employee (if applicable): \_\_\_\_\_  
 Last day of employment: \_\_\_\_\_  
 Reason for vacancy: \_\_\_\_\_  
 (Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2020-21  
☐ No Existing Job Description  
 (Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential  
☐ Supervisory ☐ Administrative

#### \*\*For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator  
 (Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Unrestricted General Fund

**MT SAN ANTONIO COLLEGE  
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9278	1.000	UA 126	12	Data Engineer	100.00%	94,301	45,574	139,875	<i>No Funding. It is on the Frost list.</i>

**Notes:**

*Budget status has been prepared and verified by Fiscal Services for effects of President's Cabinet Approval.*